

# Employee Matching Gift Programs



Over 18 million people work for companies that will match their charitable contribution as an employee when enrolled in the company's matching gift program.

These programs are one of the easiest ways to support a charitable organization but are also one of the most underutilized with *\$4-7 billion in matching funds going unclaimed each year*.

Relax! We won't let your generosity go unmatched on our watch. The following steps will walk you through the process of understanding and enrolling in your employer's matching gift program.



## **Step 1: Search for a program and enroll**

Do a quick online search of, "[Company Name] matching.gift program" to see if there's a corporate program to enroll in. You can also reach out to your lovely HR or Finance Department friends for more info. No program? No worries! Checkout the rest of the March newsletter for other creative ways to support the Coalition.

## **Step 2: Review the program's eligibility policies**

Once you enroll in a program you'll want to review its matching policy. Certain gifts may not be eligible for matching (ex: gifts under \$25 or pooled donations) so make sure your contribution fits the criteria before moving forward.

## **Step 3: Donate and document your gift**

After checking gift eligibility, you're ready to donate! Gifts to the Coalition can be made at [www.rihomeless.org/donate](http://www.rihomeless.org/donate). After your donation is processed, your employer will contact the charitable organization to confirm the date and amount of your gift or will ask you to provide a receipt of your donation for verification.

## **Step 4: Notification of Gift Matching**

Once an eligible gift is verified, you should receive notification from your employer that your gift was approved for matching. Companies process matching gifts at different rates, but you can always check with us at the Coalition to confirm successful gift-matching by your employer.

## **Step 5: Implement these steps with all gifts moving forward**

Depending on your employer's program policies, you should have little trouble in continuing to match your charitable gifts. Typically, enrollment is one-time and only the verification & notification steps are recurring!

**Pro Tip:** Enrolling in monthly giving programs may make the matching process even easier for you and your employer. Keep an eye for the launch of the Coalition's new monthly giving program: Architects of Advocacy, coming soon!